

St. Mary Calendaring Form

Updated March, 2017

Instructions:

1. If you would like to schedule an event on the Parish calendar, please use the form below. Please use one row per event. If you have any special circumstances or instructions, feel free to add a note.
2. **NEW!** Room 312 is now schedulable by section. When requesting, please indicate: Room 312 (the entire space); 312A (the section closest to the church); 312B (center); 312C (the section closest to the Library).
3. **NEW!** If your event is only taking place in one location however will impact adjacent areas (due to volume, traffic or other requirements), precluding those areas from being used by other groups, please include those adjacent areas in your calendaring request and note as such. An example of this might be a concert taking place in the Gathering Space. Even though the concert is only utilizing the Gathering Space, both the Meeting Room and Church should also be blocked off as the volume from the concert would likely impact a meeting in the adjacent spaces.
4. If you are scheduling a fundraiser, the Fundraiser Request Form (found on our website at www.stmaryhc.org) must be submitted and approved prior to filling out this form for entry in the calendar. If you are scheduling an athletic team other than a St. Mary's sponsored team, you must also submit a copy of your certificate of insurance in order for it to be entered.
5. If you are scheduling a recurring event (e.g.: every 3rd Tuesday of the month, every Monday of the month, etc.), please use **ONLY one line to indicate that it is a recurring event**. Please indicate the Day(s) (e.g.: every 3rd Tues), Start Date and End Date of the recurrence; and the rest of the information accordingly. DO NOT list each date, just the range. Please note any exceptions (e.g.: one of the repeating days falls on a holiday or day off school so the event will not be held or will be held on another date.)
6. Please also use this form to Ddelete events. It is VERY important to notify us if you will not be using a room to avoid unnecessary setups as well as other groups not being able to utilize the room. Do not forget to also include any **Setup Time** that had been requested with the original order.

THANK YOU!

